Instructions to Districts for Sample Income Declaration

Use the Sample Income Declaration for Title I & E-rate 2014-2015 shown below (found at http://education.alaska.gov/tls/TitleIA/) in conjunction with the Income Guidelines for 2014-2015. These will be found on the United States Department of Agriculture Food and Nutrition Service website: http://www.fns.usda.gov/school-meals/income-eligibility-guidelines

The number of family members needed to qualify based on the yearly income is 1 for the lowest level ($26,973 or less) to 10 for the highest level ($111,555) in the chart below. If a family has more than 10 members, add $9,398 for each additional family member.

If the number of family members reported matches the income level on the income guidelines for free or reduced lunch, the children in that family meet the criteria for economically disadvantaged under Alaska regulation 4 AAC 06.899(5) and must be reported in that subgroup in state data collections and assessments.

SAMPLE
Income Declaration for Title I & E-rate 2014-2015
District Name
District Address

Dear Parent,

The following information is needed by our school. This information will be used for the E-rate program to determine our school discount for telephone and Internet. It is also needed to meet federal and state laws for Title I and may be used to qualify for additional grants. (This table is from the Alaska Income Eligibility Guidelines for Free and Reduced Meals.)

Please check the row that best describes your family's annual income level (including all taxable income).

Yearly Income

	$26,973 or less
	$26,974 - $36,371
	$36,372 - $45,769
	$45,770 - $55,167
	$55,168 - $64,565
	$64,566 - $73,963
	$73,964 - $83,361
	$83,362 - $92,759
	$92,760 – $102,157
	$102,158 – $111,555
	more than $111,555

Number of people who live in your household _____
Physical Address: _____

Children enrolled in school (please include all children in schools in the district)

Name (last, first)	Grade	School

This information is confidential and individual family data will not be reported.

Please return this survey to _____ by this date: _____

THANK YOU